



New Jersey Schools Development Authority

Job Description

Job Title:	Cost Engineer
Division:	Contract Management
Reports To:	Director - Contract Management
Grade Level:	H17
FLSA Status:	Exempt
Employment Status:	Full Time

Job Summary

Review, analyze, and control costs of construction contract changes and/or amendments including the validation of merit and compliance to the Terms of Agreement between NJSDA and the Contractor, Design Consultant, and Project/Construction Management Firms.

Essential Duties and Responsibilities

1. Review and when deemed necessary assist in negotiating construction change orders, construction change directives, and construction change requests (and all supporting documentation) in accordance with applicable policy and procedures to determine validity, Contract Compliance & reasonableness of proposed cost. Identify improvements and lessons learned related to bid strategies, field initiatives taken and approved operating procedures.
2. Perform post audit reviews of construction change orders (and all supporting documentation) less than equal to \$100,000 to determine validity, contract compliance and reasonableness of costs. Issue memos to Project Officers identifying findings and recommendations. Develop monthly reports for supervisors and upper management use.
3. Review construction change orders, construction change directives, and construction change requests (and all supporting documentation) that are attributable to design consultant errors and omission to determine impacts to the construction contract terms of agreement, and recovery costs associated with those impacts.
4. Review Design consultant and Project Management Firm amendments for validity of scope of work and cost against actual agreement between NJSDA and the Design Consultant/PMF.
5. Perform cost estimating and project scheduling analysis of baseline, recovery, and updated project schedules to determine validity of contractor/consultant change order proposals.
6. Set up criteria and perform statistical analysis on status of change orders for various NJSDA divisions to be able to prioritize and focus at most critical issues/aspects related to change order workload.

Required Skills and Abilities

1. Ability to analyze cost proposals, Contract drawings and Specifications.
2. Excellent written and verbal skills.

Required Qualifications

Education and Experience Requirements

1. BS in Engineering/Architecture/construction Management.

2. Working knowledge of construction industry.
3. Technical knowledge of Project CPM scheduling.
4. Construction estimating.
5. Proficient in MS Word, Excel, Primavera, and MS Project.
6. Ten years of experience in design and construction, cost estimating, and scheduling.
7. Possess good knowledge of construction methods and standards.
8. Familiar with unit cost development and application of production rates.
9. Architectural, MEP, and/or Structural engineering experience. Construction Site experience including new building, Addition, and Renovation project experience.
10. Building code knowledge. Strong technical knowledge of scheduling software (i.e. Primavera, MS Project).
11. Environmental experience.
12. Familiarity with Expedition software and other project management software.
13. Strong background in preparation of material, labor, and equipment cost estimates.

Physical Demands

Minimal

Certificates and Licenses Required

Valid drivers' license